

INSTRUCTIONS for Housing New Construction

A. ACTIVITY DESCRIPTION

1. Indicate the total dollar amount that is being requested for this specific activity. This dollar amount must include any activity delivery costs.
2. **Proposed use of funds:** Check the boxes that best describe the type of project that is being proposed.

Eligible Cost Categories:

- **Hard Costs:**

Actual construction costs are allowed only under the following limited conditions:

- ❖ Construction of “last resort housing” when a jurisdiction is providing a displaced person with a comparable replacement dwelling unit, and this can only be accomplished by new construction. Last resort housing provisions are set forth in Federal Regulations 24 CFR Part 42, Subpart I. A plan documenting all efforts to relocate individuals must be submitted with the application if last resort housing or displacement is part of a new construction proposal *Reference: 24 CFR 570.207(b)(3)(i); or*
- ❖ Housing construction, that is part of a “neighborhood revitalization project” *Reference 24 CFR 570.204(a)(1)*, carried out by a “Community Based Development Organization” *Reference: 24 CFR 570.204(c); or*
- ❖ A housing construction project that consists of assistance to a neighborhood-based nonprofit organization, local development corporation, or nonprofit organization serving the development needs of a community in a non-entitlement area. *Reference: Section 105(a)(15) of Title 1 of the HCD Act of 1974; or*
- ❖ A housing construction project that has received funding through a Housing Development Grant (a HODAG) *Reference: 24 CFR 570.201(m).*

- **Soft costs--applications for funding of project:**

When carried out in conjunction with eligible Actual Construction Costs, applicants may use CDBG General Administration funds to pay for the costs associated with applying for other funding sources for this project. Applicants that intend to apply for other funds for the proposed project will be subject to special conditions in the State contract regarding the timeframes for obtaining these other commitments.

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- **Soft costs--processing fees:**

When carried out in conjunction with eligible Actual Construction Costs, applicants may use CDBG General Administration funds to pay processing fees. The federal regulations describe these as fees associated with processing of applications for mortgage or insured loan commitments under programs including those administered by HUD, U. S. Department of Agriculture, Federal National Mortgage Association (FNMA), and the Government National Mortgage Association (GNMA).

a. Check the criteria used to determine that this activity is eligible.

3. If the proposed program will be carried out in a target area, identify the census tracts and applicable block groups for the proposed target area.

Depending on local indicators and census data, applicants may strengthen their application by proposing the activity in a target area that has high poverty indicators. If proposing a program in a target area, the applicant will be held to performing in that area.

4. Under each column, identify the proposed number of beneficiaries for each specific income group.
(Refer to Appendix B for a link to the list of income limits by county.)

Non-TIG (Non-Targeted Income Group) refers to households that earn 81% and above of the county median income.

TIG (Targeted Income Group) refers to households that earn between 51% and 80% of the county median income.

LTIG (Lowest Targeted Income Group) refers to households that earn between 31% and 50% of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

Extremely LTIG (Extremely Lowest Targeted Income Group) refers to households that earn 30% or less of the county median income.

Note: Proposed activities may not exclude benefit to the LTIG.

5. Indicate the proposed number of loans and the proposed number of grants for this activity.
6. Indicate who will carry out this activity.

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7. **Project Description.** Please provide a brief narrative description of the proposed project. Give information about:
- the exact activities that CDBG funds will pay for,
 - the total project development budget with on-site, off-site, and soft costs,
 - the total number of units and the number of low income restricted units (TIG and LTIG).

If the applicant is proposing a **combination of activities or uses**:

- explain all aspects of these combinations, and
- break out costs of each separate activity funded with CDBG.

If the proposed activity is **part of a larger project**:

- describe the whole project, and
- describe why the CDBG funds are required, what activities are funded with CDBG, and how the CDBG funded portion fits into that project.

8. **Site Control:**

Indicate if the proposed project has site control in place for at least 90 days beyond the execution date of the grant. Examples of site control include an option to purchase or a purchase agreement, an option to lease or a leasehold interest, or a deed of trust. Include documentation that rights-of-ways or easements have been obtained.

9. **Description of NEPA level of review required for activity:**

Please check the anticipated level of environmental review under the National Environmental Policy Act (NEPA).

Generally, Housing New Construction projects require an environmental assessment. (Refer to Chapter 3 of the 2006 CDBG Grant Management Manual for guidance on the proper environmental review clearance level for this project.)

Note: CDBG staff recommends completing the Environmental Review Record (ERR), up to publishing the public notice of findings, prior to submitting the application in order to receive additional readiness points. Scheduling and budgeting should allow for sufficient time and funds to complete environmental clearances prior to commencement of activities. If any “choice-limiting actions” are taken prior to completing the environmental review and obtaining release of CDBG funds, the state will not allow any CDBG funds to be used on the project. Call the CDBG representative with any questions on what constitutes a choice-limiting action.

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B. NEED FOR ACTIVITY

1. Overpayment:

Please enter the percentage of all renter households, **jurisdiction-wide**, that are paying more than 25% of their income for housing.

Notes: Applicants **must** use 2000 Census data for this number. Overpayment data is available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in Appendices of this application package).

Applicants MUST include a copy of the 2000 Census table in the application and MUST show the calculations for determining overpayment. Failure to do so will result in no points being given for this Need factor.

2. Overcrowding:

Please enter the percentage of households, **jurisdiction-wide**, that are overcrowded.

Notes: Overcrowding means 1.01 or more persons per room.

Applicants **must** use 2000 Census data for this number. Overcrowding data are available in the 2000 Census Summary File 3, Table DP-4 (see sample of this table in the Appendices of this application package).

Applicants MUST include a copy of the 2000 Census table in the application and MUST show the calculations for determining overcrowding. Failure to do so will result in no points being given for this Need factor.

3. Need for New Units. Recent surveys (less than 5 years) or 2000 Census data are acceptable documentation. The data requested must be for the **entire jurisdiction**.

a. Please:

- enter the percent(s) of **owner-occupied** units that are vacant in the entire jurisdiction,
- check the appropriate box that specifies the data source (2000 Census or local survey), and
- include a copy of the Census table with the calculations and/or the survey instrument, methodology, and results of the local survey (as applicable) in the application.

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b. Please

- enter the percent(s) of **rental** units that are vacant in the entire jurisdiction,
- check the appropriate box that specifies the data source (2000 Census or local survey), and
- include a copy of the Census table with the calculations and/or the survey instrument, methodology, and results of the local survey (as applicable) in the application.

Notes: If using 2000 Census data, refer to the Census Summary File 1, Table DP-1 (see sample of this table in the Appendices) for the jurisdiction-wide vacancy rates by tenure type.

(If the applicant is using local survey data, the application MUST include a copy of the survey instrument, results and the methodology of that survey with pertinent information highlighted.)

4. Project Waiting List or Market Study showing need:

Please check whether there is a project-specific waiting list or market study. If yes, be sure to attach a copy and identify the page number where it can be located in the application.

5. Supplemental Information: If the Census data for Overpayment or Overcrowding do not accurately depict the community's need in those categories, please:

- Check which category(ies) are being rebutted,
- describe the community's worsened needs in either of those categories,
- complete the chart and attach third-party documentation, if available, and identify the page number in the application where documentation can be found.

Notes: Such supplemental information **may not be older than five years** from this year's application filing date and **must be specific to the community**.

Vacancy rate data cannot be supplemented, as recent surveys are already allowed as noted above under "Need for New Units."

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C. TARGETED INCOME GROUP (TIG) BENEFIT

1. Enter the percentage of total CDBG assisted units that would be TIG.
 - If the applicant is proposing assistance for development of individual-ownership housing, the project **must** have 100% TIG benefit. (Skip to Section D. Sources and Uses Form).
 - If the applicant is proposing assistance for the development of rental housing, answer the questions that follow.

2. If the answer to question #1 is 51% or greater, skip to Section D. Sources and Uses Form.

If the answer to question # 1 is between 20% and 50%, continue with question #3.

If the answer to question #1 is less than 20%, **STOP HERE**. The project **does not** meet the TIG National Objective and is **ineligible**.

3. State whether the applicant is proposing to assist a senior housing project.

If the answer is "Yes," **STOP HERE**. The project **does not** meet the TIG National Objective and is **ineligible**.

If the answer is "No," continue with next questions.

4. a. Enter the **total** development costs for this project (as shown on sources and uses).
4. b. Enter the dollar amount of CDBG funds requested for this project.
4. c. Divide the CDBG funds by the total development costs. Indicate this number as a percentage. (This is the percentage of CDBG dollars relevant to the total development costs.)
4. d. Is the percentage of TIG dollars **equal to or less than** the percentage of TIG households in the project shown in question number one above?

If the answer is "Yes," the project **meets** the TIG National Objective for this activity.

If the answer is "No," **STOP HERE**. The project **does not** meet the TIG National Objective and is **ineligible**.

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EXAMPLE

For example, a potential \$1,000,000 project may be designed to set aside 40 percent of the finished project for TIG households. If the applicant is requesting \$400,000 of CDBG funds, which is 40 percent of the total development costs (TDC), then the application meets the test that the percent benefit to TIG households is **equal to or greater** than the percent of TDC that CDBG dollars represent.

Total development Costs:	CDBG Funds Requested: Households:	% of CDBG Funds (relative to TDC)	% or TIG
\$1,000,000	\$400,000	40%	40%

D. SOURCES AND USES FORM

Sources. The major funding sources are printed on the form.

The amounts and sources for local and private funding contributions should match the information provided on the charts for "Other Funding Sources," in the Application Summary pages of this application. In addition, make entries here for any State, Federal, or other sources, that will be used to finance the **entire project**.

For "other State" funds, if any are from another HCD program, please identify that program on this chart.

Uses. Identify the cost categories applicable to the proposed project and enter the proposed dollar amounts for each category. Allocate the amounts across the table to the funds the applicant expects to receive from all the sources listed. This chart should include costs for the **entire project** (not just the CDBG portion). The applicant's cost estimates can assist in calculating these entries.

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- For the Construction lines, include a factor for Davis-Bacon wages when applicable. All construction costs should include a contingency established in the line item.
- The Equipment category could include items such as outdoor playground equipment.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land or a building.
- General administration costs should include staff time for grant administration, such as clearing the grant agreement special conditions and grant reporting.
- Activity delivery costs should include the costs which the State CDBG Program would consider activity delivery.
- Examples of fees that should be listed are commissions to brokers or closing costs for the acquisition of land of building.

NOTE: *Please double-check the totals, in all rows and columns, for accuracy.*

E. STATE OBJECTIVES

For Housing New Construction projects, the State Objectives listed below will be available.

Check the appropriate State Objective(s) that the applicant is committing to fulfill and for which the applicant would like to receive points.

Important Note: Applicants are advised that failure to comply with any State Objective that the applicant has committed to fulfill may result in the applicant having to return CDBG funds.

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- **Energy Efficiency Proposals:** Up to 50 points will be added for activities that commit to using the established minimum level of energy efficiency standards. Examples of energy efficiency standards include, but not limited to, installing Energy Star ceiling fans and appliances, installing non-combustible roofing materials, using engineered lumber, providing effective air sealing, etc. (where applicable to the program/project)

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

- **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51 percent of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)
- **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing or proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90 percent of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)
- **Capacity Building:**
Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition. The activity applied for during this funding cycle does not have to be the same as the 2006 proposed activity.

Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

Years: _____ **and** _____

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F. PROGRAM READINESS CHART – Housing New Construction

The purpose of the Program Readiness Chart is to document this activity's level of readiness for implementation, if awarded. **Of central importance to New Construction Projects is the level of secured financing. Higher points will be awarded to applicants that clearly document a higher level of secured financing. Lower points will be awarded to applicants that do not demonstrate a high level of secured financing.**

Program Operator/Administrator:

- Identify who will be the program operator (the city/county, an outside consultant, another agency, etc.)
- Identify who will be the program administrator
- List documentation that is being submitting to evidence readiness in this category.
- Indicate the page number in this application where the supporting documentation can be found.

Regardless of who is operating and administering the project, proper documentation (copies of resumes, contracts, sub-recipient agreements) must be submitted in order to receive points in this category.

Environmental Clearance Level:

- In order to receive any points under this Readiness category, applicants must submit all documentation to evidence a completed Environmental Review Record (ERR), up to the point of publication of the findings. The ERR must satisfy National Environmental Policy Act (NEPA) environmental clearance. Applicants that submit an inaccurate ERR which does not meet NEPA procedural requirements will NOT receive any points.

Note: Generally, Housing New Construction Projects involve an Environmental Assessment (with a Finding of No Significant Impact). *Please refer to the CDBG 2006 Grant Management Manual, Chapter 3, for guidance on this issue.*

Site Control:

- Identify all forms of site control that are required for this project and attach the proper documentation (deed of trust, option to purchase, documentation of easements or right of ways) to evidence readiness in this category.

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Special Conditions:

- Identify all items that are being submitted in order to evidence that the jurisdiction has complied with special conditions (identified in the executed contract, if awarded). Special conditions that are typically associated with this type of project include the following: anti-displacement plan, program income reuse plan, program guidelines for the revolving loan accounts identified in the program income re-use plan, documentation of financing in place, etc.
- Identify all items that are being submitted in order to evidence that the jurisdiction has secured all financing commitments needed (except CDBG funds requested) to complete the entire project.

Please contact the CDBG Program Representative for the area if further guidance on this issue is needed.

Project Readiness:

- Identify all items that are being submitted in order to evidence that the jurisdiction is ready to implement the project upon CDBG contract award and clearance.

Such items may include:

- Local Government Approvals
- Completed Plans and Specifications (or preliminary plan and/or engineer hired to do final plans)
- Completed Bid Package
- Detailed Project Budget/performance
- List of pre-approved Qualified Homebuyers

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A. ACTIVITY INFORMATION:

1. How much is being requested for this activity? \$_____ (inc. activity delivery)
2. How will the requested CDBG funds be used?

Check all that apply:

_____ Actual Construction Costs

- **Soft Costs** (These may be considered activity costs when carried out in conjunction with Actual Construction Costs.):

_____ Site and utility plans, etc.

_____ Application(s) to obtain necessary funding for this project*

_____ Mortgage/loan commitment application processing fees*

****See instructions for more information on each of the asterisked items.***

- a. This Housing New Construction activity is eligible based on which criteria:

_____ Last Resort Housing

_____ A Community-Based Development Organization's (CBDO) neighborhood revitalization project

_____ A Housing Construction Project which is assistance to a neighborhood-based nonprofit organization, local development corporation, or nonprofit organization serving the development needs of a community in a non-entitlement area

_____ A Housing Development Grant (HODAG) New Construction Project

3. For activities that will be carried out within a target area, identify the following (*see instructions*):

Census Tract	Census Tract	Census Tract	Census Tract	Census Tract
Block Groups	Block Groups	Block Groups	Block Groups	Block Groups

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- 4. Proposed Beneficiaries by Income Group (see instructions):**

Households -

81% and Above (Non-TIG)	Between 51% - 80% (TIG)	Between 31% - 50% (LTIG)	Below 30% (Extremely LTIG)	TOTALS

- 5. Estimated number of:** _____ Loans _____ Grants

- 6. This activity will be carried out by:**

☐ Jurisdiction
 ☐ Consultant
 ☐ Combination of jurisdiction/consultant

OR

☐ Another unit of local government
 ☐ Another public agency
 ☐ Non-profit

☐ For-profit
 ☐ Faith-based organization
 ☐ Other: _____

Name of the agency/organization: _____

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7. Please provide a detailed description of the project.

8. Site Control. Does the applicant have site control in place for at least 90 days beyond the execution date of the CDBG contract?

_____ Yes. Attach documentation. _____ No. Explain Below.

9. Environmental Clearance. State what the anticipated level of environmental clearance is under the National Environmental Policy Act (NEPA)?

_____ Environmental Assessment

_____ Categorically Excluded, But Subject to 58.5....

_____ Other: _____

Note: Generally, Housing New Construction projects require an Environmental Assessment under NEPA.

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B. NEED FOR ACTIVITY

Data Type	Instructions:	%	Data Source
1. <u>Overpayment</u>	Enter the percentage of all <u>renter</u> households that are paying more than 25% of their income for housing. <i>Please show calculations on the attached Census table.</i>	____ %	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____
2. <u>Overcrowding</u>	Enter the percentage of total households that are overcrowded. <i>Please show calculations on the attached Census table.</i>	____ %	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____

3. Need for New Units:

Data Type	Instructions:	%	Data Source
	Below, enter the vacancy rate for the tenancy type(s) proposed (homeowner and/or rental).		Below, specify if data is from 2000 Census OR local survey.
a. <u>Home-ownership vacancy Rate</u>	Enter the percent(s) of <u>owner-occupied</u> units that are vacant in the entire jurisdiction. <i>Attach the Census tables and/or the results of the local survey, if applicable.</i>	____ %	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____
b. <u>Rental Vacancy Rate</u>	Enter the percent(s) of <u>rental</u> units that are vacant in the entire jurisdiction. <i>Attach the Census tables and/or the results of the local survey, if applicable.</i>	____ %	____ 2000 Census Data ____ Jurisdiction-Wide Page #: _____

Note: The Association of Governments' needs figures for new low- and very low-income units will be analyzed as a percentage of current number of units in the community. The data for this factor have been independently obtained by the Department.

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4. Waiting List or Market Study documentation.

Is there a **project-specific** Waiting List?

_____ NO.

_____ **YES.** Documentation can be found on what page of this application?

Page: _____

Is there a **project-specific** Market Study?

_____ NO.

_____ **YES.** Documentation can be found on what page of this application?

Page: _____

Note: Applicants must submit a copy of the documentation in order to receive points under this category.

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- 5. Supplemental Information.** This section is used to provide information being rebutted and/or not captured in the 2000 Census in regards to the community's worsened overpayment and/or overcrowding needs. Provide all information that is requested.

Check if the applicant is providing supplemental information for:

_____ Worsened Overpayment _____ Worsened Housing Overcrowding

Describe the worsened overpayment and/or overcrowding issue.

How is this issue specific to the community and what documentation does the applicant have to support this issue?

List:

- third-party documentation (must be less than 5 years old) that is being submitted to support the issue, and
- the date of the documentation submitted, and
- the page numbers, in this application, where it can be found.

Description of Documentation:	Date of Doc.	Page #
1.		
2.		
3.		
4.		

Note: Applicants must complete this chart and include the documentation in their application in order to receive points under this category.

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C. TARGETED INCOME GROUP (TIG) BENEFIT

All CDBG Housing New Construction projects must meet the TIG National Objective in order to be eligible for funding. ***Answer the questions and follow the prompts below to determine project eligibility.***

1.	What percentage of housing units benefiting from this proposed activity are TIG households? _____% <ul style="list-style-type: none"> If proposing assistance for development of individual-ownership housing, it must be <u>100% TIG benefit</u>. (STOP. GO to Section D.) If proposing assistance for the development of rental housing, <i>CONTINUE with questions below.</i> 	
2.	<ul style="list-style-type: none"> If the answer to question # 1 is <u>51% or greater</u>, STOP. GO to Section D. If the answer to question # 1 is <u>between 20% and 50%</u>, <i>CONTINUE with questions below.</i> 	
	<ul style="list-style-type: none"> If the answer to question # 1 is <u>less than 20%</u>, ... 	STOP. The project does not meet the TIG National Objective and is <u>ineligible</u> .
3.	Does the applicant propose to assist a senior housing project? <u> </u> YES	STOP. The project does not meet the TIG National Objective and is <u>ineligible</u> .
	<u> </u> NO.	CONTINUE.
4. a.	Enter the Total Development Costs (TDC) for this project.	\$ _____
4. b.	Enter the dollar amount of CDBG funds requested for this project.	\$ _____
4. c.	Divide CDBG funds (4. b.) <u>by</u> TDC (4. a.) = (percentage of CDBG funds relevant to TDC)	_____%
4. d.	Is the percentage of CDBG funds <u>equal to or less than</u> the percentage of TIG households shown in question # 1 above? <u> </u> YES	The project <u>meets</u> the TIG National Objective for this activity.
	<u> </u> NO.	The project does not meet the TIG National Objective and is <u>ineligible</u> .

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D. SOURCES AND USES FORM. Show all funds that are budgeted for the entire project (CDBG funds requested and all other funding sources).

USES	SOURCES							Totals:
	State CDBG	Local Financial	Private Financial	Program Income	Federal	Other State Funds	Other: List	
Land Acquisition								\$
Building Acquisition								\$
Construction On-Site								\$
Construction Off-Site								\$
Equipment								\$
Final Plans & Specs.								\$
Fees								\$
Contingency								\$
Relocation								\$
Planning								\$
Other:								\$
Other:								\$
Other:								\$
Totals:	\$	\$	\$	\$	\$	\$	\$	\$

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E. STATE OBJECTIVES (Maximum of 50 points for all activities in the application)

1. Does the activity qualify for one (or more) of the State Objectives listed below? If so, check those State Objectives that the applicant is committing to fulfill.

Important Notice: Failure to comply with any State Objective requirements may result in the applicant having to return CDBG funds.

Energy Efficiency Proposals: Up to 50 points will be awarded for activities that commit to using the established minimum level of green building standards. At a minimum, the applicant must commit to doing the following (where applicable to the program/project):

(Note: Applicants that commit to fulfilling the Energy Efficiency State Objective will be required to maintain evidence that all required energy efficiency criteria was met. Such evidence may include purchase order information from contractors, maintaining detailed work write-ups that include all criteria, pictures, inspections, etc.)

Site:	
	Use plant and tree species that require low water use in sufficient quantities.
	Install irrigation system using only low-flow drip, bubblers, or low-flow sprinklers.
Materials and Resources:	
	Use engineered lumber - <ol style="list-style-type: none"> a. Beams and Headers b. Wood I-Joists or web trusses for floors and ceilings
	Use Oriented Strand Board (OSB) for floor, wall, and roof sheathing.
	Provide effective air sealing – <ol style="list-style-type: none"> a. Seal sole plates. b. Seal exterior penetrations at plumbing, electrical, and other penetrations. c. Seal top plate penetrations at plumbing, electrical, cable, and other penetrations d. Weatherstrip doors and attic access openings. e. Seal penetrations in interior equipment closets and rooms. f. Seal around bathtub drain penetrations in raised floors.
	Install and flash windows in compliance with window

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	installation protocols.
	<p>Exterior Doors –</p> <ul style="list-style-type: none"> a. Insulated or solid core. b. Flush, paint or stain grade shall be metal clad or have hardwood faces. c. Factory primed on six sides with a one year warranty.
	<p>Select durable non-combustible roofing materials which carry a three-year contractor installation guarantee –</p> <ul style="list-style-type: none"> a. 20-year manufacturer's warranty; or b. 30-year manufacturer's warranty.
Energy Efficiency:	
	Install ENERGY STAR® Ceiling Fans in living areas and all bedrooms; install a whole house fan with insulated louvers; or install an economizer.
	Install ENERGY STAR® Appliances (where applicable)
	Install gas storage water heater with an Energy Factor (EF) of 0.62 or greater and a capacity of at least 30 gallons for one- and two-bedroom units and 40 gallons for three-bedroom units or larger.
Water Efficiency:	
	<p>Use water-saving fixtures or flow restrictors.</p> <ul style="list-style-type: none"> a. Kitchen and Service Areas < 2 gallons per minute (gpm). b. Bathroom Sinks < or = 1.5 gallons per minute (gpm). c. Showers and Bathtubs < or = 2.5 gallons per minute (gpm).
Indoor Environmental Quality:	
	<p>Use Low-VOC paint and stain.</p> <ul style="list-style-type: none"> a. Flat interior wall/ceiling paints & stains < 50gpl VOCs. b. Non-flat wall/ceiling paints & stains < 150gpl VOCs
	<p>Provide window coverings –</p> <ul style="list-style-type: none"> a. Drapes or blinds may be fire retardant.
	<p>Floor coverings –</p> <ul style="list-style-type: none"> a. Light and medium traffic areas shall have vinyl or linoleum at least 3/32" in thickness. b. Heavy traffic areas shall have vinyl or linoleum at least 1/8" in thickness. c. Carpet shall comply with U.S. Department of Housing and Urban Development/Federal Housing Administration UM 44C, or alternatively, cork, bamboo, linoleum, or hardwood floors shall be provided in all other floor areas.

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_____ **Native American partnership Proposals:** Up to 50 points will be awarded for activities that propose a partnership with eligible non-federally recognized tribes/areas in which, at a minimum, 51% of the beneficiaries are Native American tribal members. (The activity description must clearly indicate how this State Objective will be implemented.)

_____ **Farmworker Housing/Health Services:** Up to 25 points will be awarded to proposals which facilitate the development and/or operation of migrant or permanent farmworker housing or proposals which facilitate the provision of health services in combination with farmworker housing. To receive these points, a minimum of 90% of the beneficiaries of the proposed activity must be farmworkers. (The activity description must clearly indicate how this State Objective will be implemented.)

Capacity Building (*check one*):

_____ Up to 25 points will be awarded to jurisdictions that applied for CDBG funding but fell below the funding cut-off in the 2006 General Allocation competition. The activity applied for during this funding cycle does not have to be the same as the 2006 proposed activity.

_____ Up to 35 points will be awarded to applicants who applied at least two times in the last four years (2004 to 2007) in the General Allocation and who were not funded either time.

Identify the two years that a CDBG General Allocation application was submitted and not funded:

Years: _____ **and** _____

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F. PROGRAM READINESS CHART – Housing New Construction

Please refer to instructions for guidance on completing this chart.

PROGRAM OPERATOR	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
In-House Administration			
Sub-recipient Agreement			
Consultant Hired			

ENVIRONMENTAL	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Complete Environmental Review Record (ERR)			
Ready to Publish Public Notice			
Environmental Finding Form			
Form 58.6			

SPECIAL CONDITIONS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Site Control			
All financing in Place			
Timeline for completion			
Approved Program Guidelines			
Approved PI Reuse Plan			

READINESS	INDICATE “Yes” OR “No”	DOCUMENTATION Submitted	PAGE NO.
Waiting List – Eligible Participants			
List of Eligible Bidders			
Final Plans and Specs			
Bid Documents Completed			